



United States
Department of
Agriculture

Office of the Chief
Information Officer

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TO: Agency Administrators
Agency Chief Information Officers
Agency Deputy Administrators for Management

FROM: Charles T. McClam
Deputy Chief Information Officer
Office of the Chief Information Officer

SUBJECT: Reporting Personally Identifiable Information Incidents to United
States Computer Emergency Response Team (US-CERT)

This memo serves to clarify the Department's policy for reporting Personally Identifiable Information (PII) related incidents. In accordance with the Office of Management and Budget Memorandum M-06-19, dated July 12, 2006, the Department must report all PII incidents to US-CERT within one (1) hour of discovery of the incident. The USDA OCIO is responsible for reporting all USDA PII incidents to US-CERT. The USDA OCIO is the only entity authorized to communicate PII incidents to US-CERT.

What is PII Data?

PII data is any information about an individual maintained by the agency including but not limited to name, social security number, date of birth, maiden name, biometric record number, home address, education, financial transactions, medical history, criminal or employment history and information which can be used to distinguish or trace an individual's identity.

Reporting a PII incident to OCIO

Agency CIOs are responsible for immediately notifying the USDA OCIO of all details associated with a PII incident via the USDA PII hotline. The PII hotline (1-877-PII-2YOU, 1-877-744-2968, or cyber.incidents@usda.gov) is operational twenty-four (24) hours a day, seven (7) days a week.

After initial notification of the PII incident to the PII hotline, Agency CIOs shall continually relay information resulting from the discovery process to the USDA Chief Privacy Officer; Ms. Ray Payton, ravoyne.payton@ocio.usda.gov, or (202) 720-8755; and the USDA PII Incident Manager, Mr. Angelo Rhodes, angelo.rhodes@usda.gov, or 202-720-7526 until closure of the PII incident.

USDA OCIO Classifies PII Incident and Notifies US-CERT

Reports of USDA PII incidents to US-CERT shall be classified by OCIO as "Unknown" until the full discovery of facts have been verified and validated.

Unknown incidents are those in which the full details of the incident, such as, but not limited to, scope; sensitivity; severity, number of instances; type; systems affected; transport mechanism; impact to Agency and Department, and containment have been determined.

If you have any questions regarding this memo, please contact Ms. Ray Payton, Chief Privacy Officer at 202-720-8755 or Mr. Angelo Rhodes, Personally Identifiable Incident Manager at 202-720-7526.